



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 382, s. 2026

AUG 13 2026

CALL FOR APPLICATIONS FOR NON-TEACHING POSITIONS (CONTRACT OF SERVICE, PROVINCIAL SCHOOL BOARD AND CASUAL STATUS) IN SDO BATAAN

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior and Senior High School Heads
All Others Concerned

1. The Schools Division Office of Bataan invites qualified, committed, and aspiring individuals to apply for various vacant non-teaching positions in the Schools Division Office of Bataan.

Status	Position Title	Place of Assignment	Duration	Qualifications
Contract of Service	ADMINISTRATIVE AIDE III	SDO BATAAN (HRMO)	4 months	• Bachelor's degree major in English is an advantage • Computer Literate • Proficient in written and oral communication skills • Physically Fit
Provincial School Board (PSB)	ADMINISTRATIVE AIDE III	SDO BATAAN (HRMO)	4 months	• Bachelor's Degree relevant to the job • Proficient in Excel, Word, and other applications • Excellent in written and oral communication skills • Computer Literate • Physically Fit
Contract of Service	TECHNICAL ASSISTANT I	SDO BATAAN	4 months	• Bachelor's Degree relevant to the job • Physically Fit



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

		(DRRM Office)		• Proficient in written and oral communication skills • Computer Literate
Contract of Service	SCHOOL SPORTS DIVISION PERSONNEL (TECHNICAL ASSISTANT I)	SDO BATAAN (SGOD-Sports)	4 months	• Bachelor's Degree relevant to the job • Sports Enthusiast • Completion of atleast 8 hours of relevant training • Proficient in written and oral communication skills • Computer Literate
Casual	ADMINISTRATIVE AIDE IV	SDO BATAAN (SGOD-Research)	1 year	• Bachelor's Degree relevant to the job • Physically Fit • Proficient in written and oral communication skills • Computer Literate
Casual	ADMINISTRATIVE AIDE IV	SDO BATAAN (HRMO)	1 year	• Bachelor's Degree relevant to the job • Physically Fit • Proficient in written and oral communication skills • Computer Literate
Casual	ADMINISTRATIVE AIDE III	SDO BATAAN-Supply Unit	1 year	• Bachelor's Degree relevant to the job • Physically Fit • Proficient in written and oral communication skills • Computer Literate
Casual	ADMINISTRATIVE AIDE IV	SDO BATAAN	1 year	• Bachelor's Degree relevant to the job • Physically Fit • Proficient in written and oral communication skills • Computer Literate



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

2. Qualified applicants shall bring and submit one copy of the following required documents enclosed in a brown envelope with Name, Position Applied and contact number.
- a. Letter of Intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Valid and updated PRC License/ID, if applicable;
 - d. Certificate of Eligibility/ Rating, if applicable;
 - e. Scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
 - f. Certificate/s of Training, if applicable;
 - g. Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Latest Appointment, if applicable and;
 - i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authority and Veracity (CAV) of the documents submitted and Data Privacy, notarized by a Legal Office
7. The composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) is presented below:

Role	Name / Position
Chairperson	JERRY DIMLA CRUZ, DEM, CESO VI Assistant Schools Division Superintendent
Member	RAMON C. PEREZ /DR. ROBERTO R. PANTIG Chief Education Supervisors
Member	PILAR C. IGNACIO Administrative Officer V, OIC-Administrative Officer IV / HRMO II
Member	Representative of the Accredited Employees' Union
Secretariat	PATRICIA ROSSELLINNI B. GUINTO, DENISE RIVERA, DEMIE CARAGAY, EVANGELINE D. GALLARDO



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

8. The following are the proposed timelines for the recruitment, evaluation, and selection activities:

Activity	Date	Time	Venue	Person Responsible
Submission and Face to face Selection Assessment	August 17, 2026 (Monday)	8:30 am	SDO Bataan BBB Hall, Kabukiran, Abucay	HRMPSB Applicants

10. This Memorandum serves as the Travel Authority for the participants.

11. Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
NON TEACHING
HIRING
QUALIFICATIONS

SOG EDG
08/11/2026